



DIGITAL PRINT OPERATOR II
Final Filing Date: February 9, 2006

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION (excluding Prison Industry Authority)

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

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| By mail with: | or | In person with: |
| Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545 | | Department of Corrections and Rehabilitation Selection Services Section 1515 "S" Street, Room 522-N Sacramento, CA 95814 (916) 322-2545 |

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **February 9, 2006** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **April 2006**.

SALARY RANGE(S) As of: January 13, 2006.
\$2679 - \$3,256

MINIMUM QUALIFICATIONS **Either I**
In the California state service, one year performing the duties of a Digital Print Operator I.

Or II
Two years of experience performing progressively more difficult printing duties that include operation of high-speed duplication or digital print equipment.

Special Personal Characteristics: Flexibility to adapt to changing work priorities; willingness to work in a noisy environment; and willingness to work nights and overtime. May require color vision sufficient to perform essential functions of jobs involving color printing.

Additional Desirable Qualifications: Graduation from high school or its equivalent and knowledge of more than one software application program.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
1. Principles and procedures used to operate high-speed or digital print equipment
 2. Papers and tools used in high-speed print duplication
 3. Record-keeping practices, supply inventory, and requisition processes
 4. Basic electronics and computer commands used to operate digital print equipment
 5. Safety requirements applied in the operation of large equipment

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| EXAMINATION PLAN (CONTINUED) | <div>6. Industrial workplace safety practices</div> <div>7. Computer operation principles and processes used to operate digital print equipment</div> <div>8. Principles and techniques used to modify digital print images and products</div> |
| | <div>B. Ability to:</div> <div>1. Operate digital print equipment</div> <div>2. Perform minor repairs</div> <div>3. Prepare job for shipment</div> <div>4. Follow oral and written instructions used to complete printing jobs</div> <div>5. Organize, prioritize, schedule, and structure multiple work tasks in order to optimize efficient use of print capabilities</div> <div>6. Identify minor problems with print jobs or equipment and make corrections</div> <div>7. Take measurements using fractions and apply basic mathematical functions (addition, subtraction, multiplication, and division)</div> <div>8. Set up and operate various types of finishing equipment including hydraulic drills, cutters, heavy-Duty stitchers, and comb binding machines</div> <div>9. Interact effectively and courteously with all levels of personnel, customers, vendors, and other parties</div> <div>10. Move and/or lift up to 50 pounds</div> <div>11. Stand for long periods of time</div> <div>12. Retrieve and save electronic files</div> <div>13. Electronically manipulate printing files and jobs including sizing, cropping, masking, rotating images, shading, watermarks, stretching, merging from merged files, and mail merging</div> <div>14. Electronically manipulate colors</div> <div>15. Learn new software application programs</div> |

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

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| ELIGIBLE LIST INFORMATION | A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished 24 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. |
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| POSITION DESCRIPTION AND LOCATION(S) | <div>Digital Print Operator II is responsible for completing printing jobs that require the execution of the full range of complex operating commands and electronic manipulation functions. They perform the tasks needed to prepare, operate, and maintain a variety of digital printing equipment including their finishing attachments. Incumbents may serve in a lead capacity.</div> <div>Positions exist with the California Department of Corrections and Rehabilitation in Sacramento.</div> |
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| SPECIAL TESTING ARRANGEMENTS | If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements. |
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| VETERANS POINTS/ CAREER CREDITS | Veteran's Preference Points and career credits are not granted in promotional examinations. |
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS